

			<b>Commission scolaire English-Montréal</b> <b>English Montreal School Board</b>
<b>POLICY:</b>	<b>SECURITY AND SAFETY MEASURES FOR MAJOR REPAIRS OR RENOVATIONS OVER \$25,000</b>	<b>CODE: BG-6</b>	
<b>Origin:</b>	Buildings and Grounds		
<b>Authority:</b>	Resolution #92-04-22-7.2		
<b>Reference(s):</b>			

## **POLICY STATEMENT**

All contractors, subcontractors, their representatives and employees shall undertake to ensure security and safety in the Board's schools during major repairs or renovations by observing the safety and security measures identified in Appendix A, which shall be annexed to all contract documents for major projects and repairs over \$25,000.

**APPENDIX A**

**SECURITY AND SAFETY MEASURES FOR MAJOR REPAIRS  
OR RENOVATIONS**

Whereas the English Montreal School Board is an educational body whose main goal is to provide education to students within a safe environment;

Whereas it is the duty of the English Montreal School Board to ensure that the schools are safe;

Whereas it is essential that any contractors, subcontractors, their representatives and employees performing renovations and repairs respect this policy;

Whereas the respect of this policy is an essential condition to the contract between the parties;

The contractors, subcontractors, their representatives and employees agree to the following conditions:

**GENERAL**

In addition to respecting all relevant provisions, laws, bylaws and regulations concerning safety and security measures on a building site including, without limiting the generality of the foregoing, those contained in the National Building Code, in Law 17 (*Act Respecting Occupational Health and Safety*, RSQ Ch. 5-2.1) as it relates to safety and security, in the National Fire Code of Canada 1990, in the Canadian Electrical Code, in the Installation Code for Oil Burning Equipment, in the Natural Gas Installation Code, and in municipal codes, where applicable, the contractors, subcontractors, their representatives and employees undertake to ensure security and safety at the Board's schools during major repairs or renovations by observing the measures which follow.

The present document shall be annexed to all contract documents for major projects.

## 1. **Organization and Responsibilities of the Safety and Security Committee**

Prior to the commencement of work on a project or repair exceeding \$25,000 the Safety Committee shall hold a meeting involving professionals, contractors, the school principal, the school caretaker and the Regional Maintenance Supervisor to review the responsibilities of all parties.

- 1.1 This group shall be considered the Safety and Security Committee for the project.
- 1.2 The Safety and Security Committee shall prepare an action plan.
- 1.3 One part of the action plan shall be an emergency evacuation plan for the school.
- 1.4 The action plan shall also provide a timetable for the construction work. The contractor shall observe the working hours, and the start and completion dates agreed to. No extension shall be permitted without written authorization of the Regional Maintenance Supervisor.
- 1.5 The Safety and Security Committee shall meet, if required, during the period of construction to ensure that the safety and security provisions are being respected.
- 1.6 All safety and security incidents are to be reported to and recorded by the Regional Maintenance Supervisor.
- 1.7 The caretaker or principal or the Regional Maintenance Supervisor, where appropriate, shall inspect the work site and educational areas on a daily basis, and shall intervene immediately, following the procedure described in Section 1.8, if safety or security is compromised.
- 1.8 If an EMSB employee feels that safety or security is compromised, the following procedure is to be used:
  - a. The employee shall alert the principal.
  - b. The principal shall instruct the foreman to immediately correct the situation.
  - c. If the situation is not corrected to the satisfaction of the principal, he or she shall immediately notify the Regional Director and the Regional Maintenance Supervisor.

- d. The Regional Maintenance Supervisor or the professional responsible shall immediately contact the contractor by telephone or fax transmission, with instructions to remedy the situation within a specified time frame.
  - e. If after the time frame specified, the situation is not corrected to the satisfaction of the principal, the Safety and Security Committee shall instruct the Regional Maintenance Supervisor to correct the situation using another contractor, with all costs charged to the original contractor.
  - f. In the case of a major disagreement between the EMSB and the contractor, either party may appeal to the Island Council\* safety inspector, whose decision shall be final.
  - g. It is the principal's responsibility to protect pupils from any threat to their safety or security and he/she shall take whatever measure is deemed appropriate to protect them from any perceived threat. This may involve evacuating the school or part of the building.
- 1.9 The Safety and Security Committee shall, through the school principal, inform the school committee on a continuing basis of the status of any project involving major repairs or renovations.

## **2. Contractor's General Responsibilities**

- 2.1 The contractor undertakes to ensure that the workers, including any subcontractors and their workers, are made aware of and abide by all safety and security provisions. This policy on Security and Safety Measures for Major Repairs or Renovations at schools of the English Montreal School Board shall be included in all contracts signed between contractors and subcontractors, and all subcontractors shall include this document in all contracts signed with other subcontractors.
- 2.2 The contractor must ensure that dust and debris do not enter teaching areas. For painting work, steps should be taken to ensure adequate ventilation to safely disperse fumes.
- 2.3 The contractor must ensure that the work area is protected from unauthorized access, in particular by students, and that barriers such as fences and gates be installed as needed to protect students, school board employees and the general public.

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\* Please note that, subsequent to the adoption of this policy, the Island Council has been replaced by the *Comité de gestion de la taxe scolaire de l'île de Montréal*

- 2.4 The contractor must ensure that clear indication exists that construction work is in progress, with appropriate warnings and signs.
- 2.5 The contractor must ensure that, for work done during school hours in a play area, the action plan established separates the work area from the play area unless the contractor agrees to cease all work in the play area when students are present.
- 2.6 The contractor must ensure that any construction materials, tools or equipment stored at the site are kept in areas not used for teaching or play, and that adequate measures are taken to limit access to this storage area.
- 2.7 The contractor must ensure that construction debris is placed regularly in a special container, at least on a once-daily basis.
- 2.8 The contractor must ensure that no demolition work is undertaken that is not expressly authorized by the professional in charge or by the Regional Maintenance Supervisor.
- 2.9 The contractor must ensure that all workers on the site shut down and secure tools and equipment when not in use.
- 2.10 The contractor must ensure that workers shall not have access to the educational area without permission from the principal.
- 2.11 The contractor must ensure that workers shall have no contact (social or other) with the pupils, except where such contact is necessary to ensure the safety of the pupils.
- 2.12 The contractor must ensure that all workers possess a license from the *Commission de la Construction du Québec*.
- 2.13 The contractor must ensure that all equipment used meets necessary safety standards.
- 2.14 In the case of work which may result in falling materials, the contractor shall ensure that the area is provided with a protective shelter or walkway or other, without which access to this area shall be restricted by fencing or the erection of barrier walls.
- 2.15 The contractor shall ensure that additional handrails and guards are provided at the work site as needed.

- 2.16 The contractor will ensure that no heavy equipment or material is stored on a floor before the load-bearing capacity of the floor is verified by the professional in charge of the work site.
- 2.17 The contractor undertakes to ensure that no slippery materials are left on the floors.
- 2.18 The contractor's loading and unloading area must be separate from the school's, except with permission of the principal.
- 2.19 The contractor shall ensure that necessary lighting is provided in the work place.
- 2.20 The contractor shall ensure that if the work to be done creates excessive noise or vibration, it is done outside of regular school hours except by permission of the school principal.
- 2.21 The contractor shall ensure that smoking by workers is restricted to authorized areas.
- 2.22 The contractor shall ensure that no alteration or damage is done to existing school safety equipment, in particular to smoke detectors, alarms and sprinkler systems.
- 2.23 The contractor shall ensure that no welding is to be done without providing for proper ventilation.
- 2.24 On the construction site, all necessary safety equipment, including fire extinguishers, fire blankets, first aid kits, etc., are to be provided by the contractor.
- 2.25 The contractor shall ensure that no glass debris is left near the educational area.
- 2.26 The contractor shall ensure that no crawl space access is left open in the educational areas of the school.
- 2.27 The contractor must ensure that the timing and duration of any work likely to generate products of combustion and affect detection systems, such as soldering or welding, is made known to the Safety and Security Committee prior to the commencement of such work.
- 2.28 Facilities affecting the quality of the work environment (e.g. lighting, heating, sanitary installations, ventilation and air quality) shall not be altered without prior authorization by the Regional Maintenance Supervisor.

### 3. **Owner's Rights**

- 3.1 The professional in charge or Regional Maintenance Supervisor retains the right to stop all work on the site if he/she judges that the safety of the children is threatened.
- 3.2 The professional in charge or Regional Maintenance Supervisor has the right to ask the contractor or any subcontractor to immediately remove from the site any worker who does not comply with this policy on *Safety and Security Measures for Major Repairs or Renovations at EMSB Schools* or any other safety and security regulations.
- 3.3 Should the need arise, the professional in charge or Regional Maintenance Supervisor is authorized to request the services of a government, municipality or related public organization inspector, or to hire a special inspector in health or safety for major projects.
- 3.4 Where an appointed inspector finds that a workplace, or a tool, device or machine does not comply with the safety or security standards or that it endangers the health, safety or physical well-being of individuals, the professional in charge or Regional Maintenance Supervisor shall order the contractor to take appropriate measures, which may include the order that the tool or machine be removed, or the work stopped.
- 3.5 If stairways or elevators in the educational area are to be used for the construction project, permission of the school principal must be obtained.

### 4. **Specific Provisions for Electrical Work**

- 4.1 The contractor shall ensure that all electrical wiring, including cables to tools and equipment, are kept clear of school staff and students and shielded to prevent injury from accidental contact.
- 4.2 The contractor shall ensure that exposed electrical wiring at the work site is properly protected.
- 4.3 The contractor shall ensure that electrical boxes in the educational area are kept shut.

**5. Specific Provisions for Roofing**

- 5.1. The contractor shall ensure that heated asphalt tanks for roofing are always left attended or behind secure barriers.
- 5.2. The contractor shall ensure that fences to restrict access by the children are installed around gravel or other such materials dumped onto the ground for later use.
- 5.3. The contractor must ensure that no heavy equipment is used on a school roof without written authorization by the professional in charge or the coordinator of projects and repairs.

**6. Specific Provisions for Plumbing**

- 6.1. The contractor shall not proceed with toilet/washroom projects without alternative facilities, satisfactory to the principal, being provided for pupils.
- 6.2. Toilet/washroom facilities separate from the students' facilities shall be provided for the contractor's employees.
- 6.3. The contractor shall ensure that no water pipe is left at freezing temperature.

**7. Specific Provisions for Fire Protection Systems**

- 7.1. The contractor shall not proceed with any work directly or indirectly related to the system, components or equipment related to the fire protection system, which would not be included in his contract, without prior authorization of both the Regional Maintenance Supervisor and the professional in charge of the project.
- 7.2. All fire-protection-related work shall be carried out under regular inspection by the EMSB safety inspector.
- 7.3. Fire protection separations (fire doors, walls or barriers) may not be altered or removed without permission from the Regional Maintenance Supervisor or the professional in charge.
- 7.4. A special fire department access to the work site is to be provided, if necessary.
- 7.5. Should the need arise, additional temporary fire protection shall be provided.



7.6 All chimney related work shall be inspected daily by the EMSB safety inspector.

**8. Specific Provisions for Exits**

8.1 Emergency exits are to be clearly identified, both for the construction workers and for the staff and students.

8.2 If necessary, additional emergency exits are to be created.

8.3 No emergency exits are to be blocked because of construction.

8.4 If additional temporary exits are provided during construction, they must be properly identified.

**9. Specific Provisions for Heating Systems**

9.1 All work related to natural gas/propane gas or heating oil shall be under daily inspection by the EMSB gas inspector.

**10. Specific Provisions for Hazardous Materials**

10.1 The contractor shall ensure that materials hazardous to the health are stored with appropriate security and safety precautions on the construction site.

10.2 The contractor shall ensure that hazardous materials are labeled and the storage site properly identified.

10.3 The contractor shall ensure that hazardous materials, which are not properly labeled or otherwise identified, are removed from the site. Labels concerning safety and security of hazardous materials shall be checked on an ongoing basis.

10.4 The contractor shall ensure that all combustible material storage areas have fire-resistant dividers, as required by safety codes.

10.5 The contractor shall ensure that special measures are taken in storing materials producing toxic gases upon combustion (e.g. most plastics, polyurethane, etc.)